

SECTION 3. DOCUMENTATION PHASE

269. SUCCESSFUL APPLICANTS OF ORAL TESTS AND FIRST SEGMENTS OF TWO-SEGMENT FLIGHT TESTS. This paragraph applies to oral tests and the first segment of two-segment flight tests. If the applicant has completed the entire flight test in either a simulator or an airplane, refer to paragraph 271. Inspectors and examiners shall complete the following actions when an applicant's performance on the oral test or simulator segment of a two-segment flight test has been satisfactory:

A. Mark the oral test or the simulator check square in block 8 on FAA Form 8400-3, Application for an Airman Certificate and/or Rating, as appropriate. Date and sign the form and return it to the applicant with instructions to present it to the inspector or examiner conducting the next segment of the flight test.

B. Enter on the job aid those events that **were not** evaluated by marking an "NE" (not evaluated) in the space provided. Date, sign, and give the job aid to the applicant. Instruct the applicant to give the job aid to the inspector or examiner who completes the flight test.

C. Complete FAA Form 8000-36, PTRS Data Sheet and forward it to the appropriate flight standards district office (see chapter 1, paragraph 41).

271. SUCCESSFUL COMPLETION OF THE ENTIRE FLIGHT TEST.

A. An applicant who is less than 21 years old, shall be issued a letter of aeronautical competency stating that the applicant has met all the requirements for an FE certificate except for age. See figure 5.3.3.1 at the end of this section for a sample letter of aeronautical competency. When an applicant presents proof of reaching age 21 and a current medical certificate valid for second class privileges, the letter of aeronautical competency may be exchanged for a temporary airman certificate at any FSDO. For applicants less than 21 years of age, inspectors and examiners shall complete the following:

(1) Mark the applicable square in block 8, and date and sign the application form, FAA Form 8400-3. Place a diagonal line across Block A on the back of the form and write on the line, "Job aid used." The job aid may be retained or disposed of by the inspector or

examiner. Job aids shall not be attached to the certification package.

(2) Complete the letter of aeronautical competency in duplicate and give the original copy of this letter to the applicant.

(3) Complete the FAA Form 8000-36, PTRS Transmittal Form. See chapter 1, paragraph 41 for instructions.

(4) Attach the following documents to the application form and transmit the certification paperwork to the appropriate FSDO:

- Duplicate copy of the letter of aeronautical competency
- Airman Written Test Report (AC Form 8080-2)
- Notice of Disapproval of Application (FAA Form 8060-5), if applicable
- PTRS Data Sheet (FAA Form 8000-36)

B. Applicants who have completed all requirements, including reaching 21 years of age, are entitled to a temporary airman certificate. Inspectors and examiners shall complete the following:

(1) Prepare an FAA Form 8060-4, Temporary Airman Certificate, in duplicate for all fully qualified applicants. See chapter 1, paragraph 37 for instructions on completing this form.

(2) When the normal procedures phase of the flight test has been conducted in a simulator without an approved LOFT scenario under the terms of the ATA exemption, place a restriction on the airman's certificate that reads, "This certificate is subject to the provisions of exemption No. 4901."

(3) Give the applicant the duplicate copy of the temporary airman certificate.

(4) Mark the applicable square in block 8, and date and sign the FAA Form 8400-3 (application). Place a diagonal line across Block A on the back of form and

write on the line, "Job aid used." The job aid may be retained or disposed of by the inspector or examiner. Job aids shall not be attached to the certification package.

(5) Both inspectors and examiners complete the FAA Form 8000-36, PTRS Data Sheet. See chapter 1, paragraph 41 for instructions.

(6) Attach the following documents to the FAA Form 8400-3 (application), and forward the certification paperwork to the appropriate FSDO:

- Original copy of the Temporary Airman Certificate (FAA Form 8060-4)
- The superseded Flight Engineer Certificate, if the test was conducted for an additional class rating
- Airman Written Test Report (AC Form 8080-2)
- Notice of Disapproval of Application (FAA Form 8060-5), if applicable
- PTRS Data Sheet (FAA Form 8000-36)

273. DOCUMENTATION OF FAILED ORAL TESTS OR FLIGHT TESTS. If an oral test or flight test is terminated due to unsatisfactory results, inspectors and examiners shall accomplish the following:

A. Complete the FAA Form 8060-5, Notice of Disapproval of Application, in duplicate, and give the duplicate copy to the applicant. See chapter 1, paragraph 39 for instructions.

B. Instruct the applicant to retain AC Form 8080-2, Airman Written Test Report.

C. Complete the FAA Form 8400-3 (application) by marking the appropriate square in block 8, and dating and signing it. Place a diagonal line across Block A on the back of the form and write on the line, "Job aid used."

The job aid may be retained or disposed of by the inspector or examiner. Job aids shall not be attached to the certification package.

D. Both inspectors and examiners complete the FAA Form 8000-36, PTRS Data Sheet. See chapter 1, paragraph 41 for instructions.

E. Attach the original FAA Form 8060-5, Notice of Disapproval of Application and the FAA Form 8000-36, PTRS Data Sheet to the FAA Form 8400-3 (application) and forward the certification paperwork to the appropriate FSDO.

275. INCOMPLETE TESTS. The following directions apply when tests cannot be completed for reasons other than failure of an applicant:

A. *Oral Tests.* When an oral test is incomplete, it must be completed by the same inspector or examiner within 5 days. If the oral test cannot be completed by the same inspector or examiner within 5 days, the test shall be repeated in its entirety.

B. *Flight Tests.* When a flight test is incomplete, inspectors and examiners shall indicate, on the job aid, the events that *were not* evaluated by marking an "NE" (not evaluated) in the space provided. The job aid shall be dated, signed, and given to the applicant. The applicant should be instructed to give the job aid to the inspector or examiner who completes the flight test. The application form shall be returned to the applicant. If the flight test cannot be completed within 30 days, it shall be repeated in its entirety.

C. *PTRS.* An FAA Form 8000-36, PTRS Data Sheet shall be completed by the inspector or examiner and forwarded to the appropriate flight standards district office. See chapter 1, paragraph 41 for instructions on completing the PTRS Transmittal Form.

276. - 284. RESERVED.

**FIGURE 5.3.3.1.
SAMPLE LETTER OF COMPETENCY - FLIGHT ENGINEER**

District Office Letter Head

This memorandum is evidence that: _____ (Name) _____ has successfully completed the written, oral, and flight tests for a Flight Engineer Certificate with a _____ (Class) _____ rating.

The applicant may obtain a temporary airman certificate from any flight standards district office upon presenting the following:

1. Proof of having reached 21 years of age
2. A current second class medical
3. A current application form

Inspector Signature

Date

Inspector Name

District Office Number

Office Location
